

# CONSTITUTION OF THE CLARION WOMEN'S RUGBY FOOTBALL CLUB

## ARTICLE I.

The name of the organization shall be Clarion Women's Rugby Football Club.

## ARTICLE II.

### Mission Statement

- A. Objects and Purpose of Clarion Women's Rugby Football Club
1. concepts of the game of rugby.
  2. To increase popularity and interest in the game.
  3. To increase school spirit and develop new friendships that will result in team unity.
  4. To hold regular practices and arrange matches with other organizations.
  5. To provide a safe atmosphere in which to play the game of rugby.

## ARTICLE III.

### Membership

- A. Active Membership
1. Only full-time registered students of Clarion University will be eligible for this type of membership.
  2. All active members must meet the collegiate eligibility guidelines established by U.S.A. Rugby.
  3. Any person may be an active member upon payment of dues.
  4. All persons must complete a U.S.A. Rugby C.I.P.P. Form, Club Waiver, Personal-Data Form, and provide proof of medical insurance before any participation.
- B. Associate Membership
1. Any part-time student of Clarion University may be eligible for this type of membership.
  2. Associate members carry all the benefits and privileges of full-time membership except they may not vote at club meetings, nominate officers or propose amendments.
  3. Associate members may not play in league-sanctioned events due to U.S.A. Rugby eligibility guidelines.
  4. Any person may be an associate member upon payment of dues.

5. All persons must complete a U.S.A. Rugby C.I.P.P. Form, Club Waiver, Personal-Data Form and provide proof of medical insurance before any participation.

#### ARTICLE IV.

##### Affiliations

- A. The club and its members will be governed through its affiliation with Clarion University.
- B. The club representative for Clarion University will be the President of the existing Executive Board.
- B. The club and its members will be governed through its affiliation with U.S.A. Rugby, Midwest Territorial Union and the Allegheny Rugby Union.
- C. The club representative for the Allegheny Rugby Union will be the Vice-President of the existing Executive Board.

#### ARTICLE V.

##### Officers

- A. Guidelines
  1. Only active members are eligible for club offices.
  2. All officers elected by the club shall take office immediately after the election and shall hold that office for one year.
  3. Officers may run for re-election.
  4. In the event of an office becoming vacant, it may be filled by the remaining members of the executive board pending ratification at the next club meeting.
  5. The Clarion Women's Rugby Football Club shall have a President, Vice-President, Match Secretary and Treasurer. These officers comprise the Executive Committee.
- B. Executive Committee Duties
  1. The President
    - a. The President shall be the chief executive officer of the Clarion Women's Rugby Football club.
    - b. The President shall appoint all committee chairpersons.
    - c. The President, with the approval of the Executive Board, directs the budget of the club.
    - d. Vacancies in offices will be filled by appointment of the President with approval of the Executive Board.
  2. The Vice-President

- a. The Vice-President shall be the parliamentarian for the Clarion Women's Rugby Football Club.
- b. The Vice-President shall assume the duties of the President should the office become vacant, or in the absence of the President.
- c. The Vice-President will have current the constitution and its by-laws.
- d. The Vice-President should perform other duties as directed by the President.
- e. The Vice-President shall direct all membership and recruitment activities.

### 3. Match Secretary

- a. The Match Secretary shall be responsible for keeping the minutes of all meetings and the meetings of the Executive Board.
- b. The Match Secretary will provide a copy of the minutes for each officer and for the Clarion Women's Rugby Club file.
- c. The Match Secretary shall maintain a complete and accurate account and file of all club activities.
- d. The Match Secretary shall set up all matches with other rugby clubs.
- e. The Match Secretary shall contact all referees.
- f. The Match Secretary shall perform other duties as directed by the President.

### 4. Treasurer

- a. The Treasurer shall make a quarterly report containing a list of all the receipts and disbursements and the location of the property represented in these figures.
- b. The Treasurer shall keep a current record of all financial transactions of the Clarion Women's Rugby Football Club.
- c. The Treasurer will provide a copy of the quarterly reports for each officer of the club.
- d. The Treasurer shall be responsible for collecting club dues.
- e. The Treasurer shall perform other duties as directed by the President.
- f. The Treasurer shall direct all fund-raising activities.

## C. Team Captain and Vice-Captain Duties

### 1. Captain

- a. The Captain may be used as a consultant by the coach on the team selections, if the team is with out a coach, the Captain and Vice-Captain will make the selection decisions.
  - b. The Captain shall work with the coach in the areas of practice schedule, player development and match strategy.
  - c. The Captain shall read and understand the laws of the game and be informed of any modifications or changes to those laws.
  - d. The Captain shall be selected by the coach. If there is not a coach, then the captain shall be elected by a 50% plus one majority vote of the active members present.
2. Vice-Captain
- a. The Vice-Captain shall take the place of the Captain when necessary.
  - b. The Vice-Captain shall consult with the Captain and coach on team selections.
  - c. The Vice-Captain shall be selected by the coach, if there is not a coach, then the Vice-Captain shall be elected by a 50% plus one majority vote of the active members present.

## ARTICLE VI.

### Voting

- A. Only full active members may vote.
- B. The quorum will consist of 1/3 full active-members.
- C. The majority required to pass a vote is 50% plus one of the active members present for all matters unless specified.

## ARTICLE VII.

### General Meetings

- A. The club shall meet at least once every two weeks during the semester at an announced time and place.
- B. Adequate advance notice of all meetings will be given to the membership.

## ARTICLE VIII.

### Finances and Dues

- A. Dues will be collected by the club treasurer and added to our funds.
- B. The income of the club shall come from:
  1. The dues of all active and associate members.

2. Any net profit (after payment of all proper and relevant expenses) from any special event, fund raiser, etc.
3. Any grants, donations, or funds provided by Clarion University of Pennsylvania, or other organizations to support the club in its needs and functions.

## ARTICLE IX.

### Elections

- A. Nominations and elections will take place the last week of April given two weeks prior notice to the election date.
- B. Election Codes:
  1. The quorum to conduct nominations and elections shall be 1/3 of the active membership.
  2. The majority needed to elect shall be 50% plus one.
  3. The majority is derived from the active membership present at the meeting to elect.
  4. Any member may nominate an active member for any office by raising her hand at the appropriate time and being recognized by the presiding official. Next, the active members shall cast secret written ballots for the candidate of their choice.
  5. Each active-members shall have one vote per office.
  6. If 50% plus one majority cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration and the active members shall vote again.

## ARTICLE X.

### Membership Revocation

Any member, active or associate, may be expelled from the club. Membership revocation may occur at any regular club meeting, only after review and recommendation by the Executive Committee. A quorum of 2/3 of the active membership must be present, and revocation must be approved by a 2/3 majority of the active members present at the meeting.

## ARTICLE XI.

### Amendments

- A. Amendments to the constitution may be introduced at the conclusion of any meeting. Voting on the amendment will occur at the meeting following its introduction. The amendment will take effect following official approval.

- B. The quorum is 1/3 of full active membership. The majority is 50% plus one of the active-membership present at the meeting.
- C. Any member may introduce an amendment at the conclusion of a meeting. At the following meeting, active members shall vote on the amendment, as outlined in the article on voting.
- D. Any adopted changes to the constitution must have the written approval of the Student Senate, the Vice-President of Student Affairs and the President of Clarion University before they may be implemented.

## ARTICLE XII.

### Committees

- A. Executive
  - 1. The Executive Committee shall consist of all elected officers of the club and chaired by the President of the club.
  - 2. The purpose of the Executive Committee is to discuss and plan any actions or endeavors of the club.
  - 3. The committee shall meet at least six times per year. Two of these times being held in conjunction with the general meetings of the club.
  - 4. The President shall have the responsibility of calling committee meetings. She shall call such meetings at her option or upon written request of the Executive Committee. She shall invite the coach. She can also request other additional persons to attend if she believes that their presence will assist in achieving the aims of the meeting.
- B. Membership
  - 1. The membership committee is responsible for the recruitment of new club members.
  - 2. The committee will consist of a chairperson (Vice-President) and two volunteer assistants.
- C. Fund-Raising Committee
  - 1. The purpose of this committee is to provide the opportunity to increase the amount of money in the club's treasury through fund-raising.
  - 2. The committee will consist of a chairperson (Treasurer) and two volunteer assistants.
  - 3. The committee will be responsible for providing at least one fund-raising opportunity per semester.

### ARTICLE XIII.

#### Faculty Advisor

- A. The Clarion Women's Rugby Football Club shall select a member of the Clarion University faculty to advise the club. The Executive Committee shall select the faculty advisor.
- B. The club advisor shall be knowledgeable of the responsibilities stated in the *Clarion University Guidelines For Advisors of Recognized Organizations*.
- C. The club advisor may not vote on any club issues. The club advisor may only advise the members of the Executive Committee and the active membership. The club Executive Committee and active members have the responsibility of making all final decisions.

### ARTICLE XIV.

#### Ratification

- A. The affairs of this organization shall be governed as outline in the above stated constitution effective upon adoption by the active membership of the Clarion Women's Rugby Football Club and then approved by the Student Senate, the Vice-President of Student Affairs and the President of Clarion University.